



Poway Unified School District Personnel Commission

15250 Avenue of Science, San Diego, CA 92128
www.powayusd.com/en-US/classified-employment

2021-2022 Annual Report

The Annual Report for the 2021-22 school year has been prepared in accordance with Education Code Section 45266 and Personnel Commission Rule 20.600. The report is intended to provide information to the Board of Education, the staff, and community of the Poway Unified School District regarding the activities of the Personnel Commission for the preceding fiscal year.

About the District

The District is comprised of 41 outstanding schools covering preschool through grade 12, including a Career, Technical, and Adult Education program. Classified Personnel support the District’s mission through a variety of services within the school setting, as well as the departments of Food and Nutrition, Transportation, Facilities, Maintenance and Operations, Technology and Innovation, Purchasing/Warehouse, and District Office central services.

Classified Service

	2018-19	2019-20	2020-21	2021-22
Classified Employees	2446	2496	2210	2266
Confidential Employees	12	13	16	17
Classified Supervisors	77	75	68	74
Classified Managers	20	19	20	19



Appreciation

The Personnel Commission extends special appreciation to the employees of the Classified service for their dedication to the students and community of the Poway Unified School District. Additionally, the Personnel Commission appreciates the many subject matter experts who have assisted with test development or served as panel raters. Together, we have ensured the employment of an outstanding, highly-qualified Classified service for the Poway Unified School District since 1969.

The Commissioners



<p>David Little</p> <p>Association Appointee</p> <p>Serving since December 2013</p>	<p>Margaret Wyatt</p> <p>Board of Education Appointee</p> <p>Serving since April 2015</p>	<p>David Aguirre</p> <p>Commissioners' Appointee</p> <p>Serving since February 2022</p>
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**2021-22
Personnel Commission
Staff**

Rebecca Lee, Ed.D
Director

Melanie Rodriguez, MBA
Human Resources Analyst

Jennifer Nibley
Human Resources Specialist

Michelle Doehr
Administrative Assistant II

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Jeremy Lychee (Resigned)
Director

Hannah Filley (Resigned)
Human Resources Analyst

Niki Wells (Resigned)
Human Resources Specialist

Personnel Commission Responsibilities

The Personnel Commission has three core responsibilities as defined in the California Education Code. These are as follows:

- Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees based solely on qualifications through competitive examination.
- Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
- Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

The basic merit system principle of ensuring a fair and consistent employment process is the Personnel Commission’s mission. The Commission supports the Board of Education, administrators, and certificated and classified employees in their efforts to ensure quality education and a healthy environment for the children of the Poway Unified School District.

Notable Accomplishments



- Filled 1,075 contracted positions—40% increase from 20/21 to 21/22
- Opened 151 unique recruitments—45% increase from 20/21 to 21/22
- Coordinated with Education Management Solutions to begin the review of all remaining Classification Review Cycles (Years 3 through 6). Project completion estimated for 22/23 (152 classifications).
- Began a roll out of the Neogov electronic requisition and selection process with hiring managers.
- Coordinated marketing efforts with the Communications Department for the “Be Someone’s Sunshine” marketing recruitment campaign.
- Worked with PSEA and the District on staffing and selection processes to address increased staffing needs for Universal Transition Kindergarten (U-TK) and California Universal Meals Program.

2021-22 Personnel Commission Activities	2018-19	2019-20	2020-21	2021-22
RECRUITMENT ACTIVITIES				
Applications Received	4704	4715	4662	6173
Unique Recruitments	103	107	104	151
Promotional Only Recruitments	14	14	14	23
Exams Completed	3070	3321	3955	3971
EMPLOYMENT ACTIVITIES				
Total Placements*	-	-	1280	1701
Requisitions Received	1249	885	1137	1488
New Hires/Rehires	538	362	370	458
Transfers	203	214	276	393
Promotions	84	92	114	206
Reinstatements	16	22	11	18
Resignations & Terminations	305	282	346	527
Retirements	41	41	87	96
Layoffs	0	7	5	1
CLASSIFICATION REVIEWS				
Classification Review Cycle Positions Studied	-	-	36	**
Classifications Revised	12	4	3	17
Creation of New Classifications	2	5	6	5
Employees Reclassified	0	1	2	1
Salary Reallocations	2	1	5	5
ADMINISTRATIVE ACTIVITIES				
Disciplinary Appeals	0	1	0	0

*Not recorded prior to 20-21. Includes both contracted and limited term hires, transfers, FTE changes, rehires, and reinstatements.

**Initiated the Classification Review of Cycle Years 3 through 6. Review of 152 classifications to be completed 2022-2023.

Merit Principles and Goals

The Personnel Commission's purpose is multi-faceted. In accordance with the provisions of the Education Code, the Commission establishes and amends Personnel Commission rules that provide the procedures to be followed regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants, and any other matters necessary to carry out the provisions and purposes of the Merit System.

The Merit System:

- Hires and promotes employees on the basis of knowledge, skill, and ability with open competition.
- Retains employees on the basis of performance and separates from the service those whose performance does not meet employment expectations.
- Removes the selection process from the political arena and personal favoritism.
- Ensures that employees doing like work are classified the same and receive like pay.
- Provides for fair and impartial rules and consistency of administration of the rules.
- Assures fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, gender, age, race, color, national origin or ancestry, religious creed, and with proper regard for their privacy and constitutional rights as citizens.

Regular meetings of the Personnel Commission are typically held on the fourth Monday of the month at 4:45 at the District Office. Meetings are open to the public. A list of meeting dates and the agenda packet can be found on the website at www.powayusd.com